Author or Team Members

Team Name

**Project Handbook**

# **Savoy Grill-Bar and Restaurant Website**

logo

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# Revision

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| --- | --- | --- | --- |
| Version Number | Date approved | Approved by | Description |
| 1.0 | 2021-08-14 | Team member | Project Vision Document |
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# Preface

In this modern scenario, websites have become a fundamental marketing medium for any of the business process. It is now almost impossible to think of a business without having an attractive website.

This project report has been prepared in partial fulfilment of the requirement of our client Mr. Anmol Batish, who wanted us to develop a website for a newly opened restaurant named “Savoy Grill-Bar and Restaurant”.

Before preparing the project report of website development, we organized an online meeting with Mr. Anmol Batish to avail the necessary information. The obtained information was then discussed thoroughly to give the best output.

Hence this report contains the blend of our knowledge and requirement of the client.

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Project start date: 05/08/2021

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# Vision Statement

The ultimate goal of our project is to build a website for Savoy Grill-Bar and Restaurant that will help them to run their business smoothly in this digital world by increasing the interaction with existing and potential customers. We believe that the website of the restaurant will impress a lot of patrons just as much as its food*.*

# Introduction

## Project Overview

Established in 2020, Savoy Grill – Bar and Restaurant is a new family owned business that offers lunch and dinner to the customer. Being a new restaurant of this modern time it has a lot of challenges to stand with, among which a need of website that will help the owner and management of the restaurant to run their business in this digital world is one. A good website can help the business to run smoothly by increasing the interaction with customers and other stakeholders. A lack of website means missing out on a massive audience. Online visibility is huge for restaurant and can ultimately determine whether customers will come to the restaurant or not.

The project report herby contains the detail description of the website development process for our client Savoy Grill-Bar and Restaurant to meet their requirement.

## Project Scope

We will be responsible for developing a website by ensuring all the features are tested and functional before the final product launch. There would be 2 user groups for this website, i.e., Staff(admin), Customer

The required functionalities for customer are as follow, where customer will be able to:

* + Sign Up/Login/Log out.
  + View menu items.
  + See location and opening times of the restaurant.
  + Book Table
  + Book Events
  + Leave a review.
  + Become members and gain points on visit.

Staff (Admins) will be able to:

* Sign Up/Login/Log out.
* Add/Edit/Delete menu items
* Check Table bookings and allocate tables.
* Check Event bookings and contact customer.
* Update opening times.
* Update message on the front page (e.g. update on covid restrictions)
* Reply to customer feedback.
* Update personal availability – will be used by managers to create rosters.

## Project Deliverables

After the completion of this project , we will be able to deliver the following:,

* A complete website with all features fully developed and tested.
* A complete User manual
* All the technical documents used in this project.
* Data like text, files, images, graphs…. used in this project.

## 1.4 Evolution of the Handbook

The handbook will be updated by the project manager based on the outcome of the meeting with the client and team members. The meeting to the client is scheduled to happen in a fortnightly basis on Thursday at 6:30 pm, while the meeting among the team members is scheduled to happen every Saturday at 4:00 pm, until the end of the project.

After a concrete decision is made in a meeting with the client, the change then will be updated in the handbook and everyone will be notified of the change via email. The following are the potential phase of evolution of the handbook.

Phase 1: Release of Project Vision document

Phase 2: Release of Initial project plan

Phase 3: Release of Compete Project Handbook

Phase 4: Release of Updated Project Handbook

## Reference Materials

* <https://moodle.federation.edu.au/mod/resource/view.php?id=5247894>
* https://www.projectmanager.com/templates/project-plan-template

## Definitions and Acronyms

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Sign Up | Opening of new account |
| Login | An act of getting access to a computer or specific system |
| logout | An act of getting out from the system. |
| Client | A person or organization using a services of a lawyer or other professional person or company. |
| Allocate | Resources for specific purpose. |
| User Manual | A user guide |